

**Oneida County Buildings & Grounds Committee Meeting  
November 15, 2016  
Minutes**

**Committee Members present:** Billy Fried, Bob Metropulos, Scott Holewinski and Lance Krolczyk. Greg Oettinger excused.

**Department Staff:** LuAnn Brunette (Facilities Director) and Troy Huber (Assistant Facilities Director).

**Others Present:** Dan Gleason (LRES), Brian Desmond (Corporation Counsel)

**Call to order**

Chairman Fried called the meeting to order at 9:15 a.m.

**Approve agenda**

Motion by Holewinski to approve the agenda, second by Metropulos. All ayes; motion passed.

**Bid specifications for condensing boiler and installation and demand controlled kitchen exhaust and installation, part of Law Enforcement Center retro-commissioning project**

Brunette reported Brian Desmond worked with Grumman/Butkus to put together the bid specifications. Desmond stated he does not know what the specs meant and was relying upon Grumman/Butkus. Responding to a question from Holewinski, Desmond reported he added approximately 60 pages to the document. Holewinski expressed concerns the document was too complicated but Fried noted the process, after going to bid it would come back to the committee, and if unfavorable they would not have to proceed. Brunette stated the specifications are very specific because it needed to be confirming GB would guarantee efficiencies.

Lance Krolczyk joined meeting at 9:22 a.m.

Desmond explained "Attachment D" is not complete since he had not gotten the information from CWD regarding the prevailing wage information adding it is the only thing they need. Brunette explained since the work load was so great the prevailing wage won't have an impact adding the savings were built into next year's budget so the work needs to be done. Holewinski expressed concern that no small contractors would bid the project. Motion by Fried to accept the bid specifications and approve Brunette to go out for bid, second by Metropulos. Holewinski questioned if the committee could reject the bids if they find out there is a clause they do not agree with in the first 63 pages added by Corporation Counsel. Desmond confirmed they have ability to do an addendum provided it would be furnished to all that have registered to bid. Desmond added they have until 7 days before bids are due to make any addendum changes. Fried clarified the motion is with the understanding the committee has the ability to do an addendum until 4:00 p.m. December 5, 2016. All ayes; motion passed.

**Items for next agenda:**

Award of boiler/kitchen exhaust bid and the request from UW Extension.

**Future meeting date: Monday, December 19, 2016 at 9:30 a.m.**

Brunette will work with committee to schedule a meeting for early December.

**Adjournment**

Motion by Krolczyk, second by Holewinski to adjourn at 9:30 a.m. All ayes; motion passed.

  
Billy Fried, Chair  
Dan Gleason, Recording Secretary